



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



DEPARTMENT OF CORRECTIONS

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Part	Section	Subject	Policy No.	Review Date
Institutional Operations	Security and Control	Pre-Trial Housing Unit	3.1.30	
ACA Standards	3-ALDF-3A-05 Written Post Order for Every Post; 3-ALDF-3A-06 Written Post is Read by Officer			
Consent Decree	Paragraph 54 Develop Facility Policies and Procedures			

Equipment Inventory:

It is mandatory for all assigned housing unit officers to conduct an inventory of all equipment in the unit to ensure they are complete and functional. Inventories must be logged in the Housing Unit's logbook. The housing unit is furnished with the following equipment and must be accounted for at all times:

- 1-hand held radio
- 1-duress alarm
- 1-quitman logbook

Post Overview/General Instructions: "This is not an Armed Post"

The housing unit officer will abide with all DOC rules and regulations and to ensure that the housing unit is kept clean, safe and secure at all times. After briefing, the incoming officer will report immediately to the housing unit. The outgoing officer will brief the incoming officer regarding the post to include the following: Inmate/Detainee bunk assignment, headcount, conditions, intelligence information, medication and disciplinary detention. Any discrepancy found by the incoming officer will be reported to Central Control and the housing sergeant, a written entry must be made in the housing logbook. Entries made in the logbook shall be in chronological order and written in a legible manner. Inmates shall be supervised at all times using Direct Supervision concept.

Routine headcounts and periodic checks shall be conducted, and logged and reported to Central Control when post is assumed. Whenever a cell or any door is closed, the assigned officer must push & pull to ensure that it is secured.

The Officer assigned to the Housing Unit will make an entry on the Post Logbook stating that the Post Order was read and understood. Officers assigned to the Housing Unit must ensure that all issued equipment is used as intended, functional and accounted.

Night Shift	Day Shift	Duties
0600		Lights On/Headcount/Personal Grooming
0630		Stand Up Count
0630		Breakfast Delivery
	0700	Post Takeover/Headcount
	0730	Breakfast Completion/ Clean-up
	0800	Routine headcount/Medication Rounds
	0900	Routine headcount/Recreation
	1000	Routine headcount/Recreation Completion
	1100	Routine headcount
	1100	Television/Telephone (based on inspection)
	1130	Lunch Delivery
	1200	Routine headcount/Medication Rounds
	1230	Lunch Completion/Clean-up
	1300	Routine headcount
	1400	Routine headcount
	1500	Routine headcount
	1600	Routine headcount/Shower
	1630	Dinner Delivery
	1700	Routine headcount/Shower Completion
	1730	Dinner Completion/Clean-up
	1800	Routine headcount
1900		Takeover Post/Headcount
1930		Stand Up Count
2000		Routine headcount/Medication Rounds
2100		Routine headcount
2145		Lights Off Announcement
2200		Headcount/Lights Off/Lockdown
2300-0500		Routine headcount & Security checks every hour

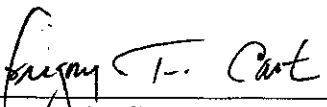
Unscheduled Duties:

- Emergency Medical Runs
- Medical/Dental Runs
- Court Runs
- Out-door Recreation
- In-door Recreation
- Visitation (see Visitation P&P schedule)
- Key Malfunction (refer to Control and Use of Key P&P)
- Random Checks

Prepared By: John M. Ayayu
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 Deputy Director of Corrections

10-26-07
 Date

Reviewed By:

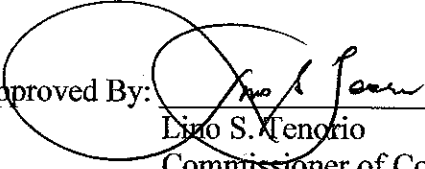


Gregory F. Castro
Director of Corrections

10/25/07

Date

Approved By:



Lino S. Menorio
Commissioner of Corrections

10/26/07

Date

